

Guidelines for King County Farm to Work Program

Purpose and overview

King County employees have expressed interest in participating in employee-paid produce delivery using the worksite as the delivery location. This program has been piloted at several county worksites including King Street Center and among former tenants of the Wells Fargo building but has not been piloted at a county owned worksite.

An onsite produce delivery program would allow employees to contract directly with Community Supported Agriculture (CSAs) or other approved produce vendors who would deliver produce to county worksites for employees to take home.

The Washington State Department of Health recommends establishing produce drop off sites at worksites as a policy option for supporting increased consumption of fruits and vegetables.¹ This policy has also been endorsed by the California 5-a-day program and the state of Oregon. Several other employee wellness programs suggest including produce delivery as a no cost method to increase employee consumption of healthy food.

Many King County worksites regularly participated in produce delivery using Healthy Workplace Funding Initiative funds. Because these funds are no longer available to departments, the establishment of the King County Farm to Work Program will allow employees to continue to benefit from worksite produce delivery at their own expense. This program also supports King County's Puget Sound Fresh program and partnerships with local farms and produce delivery businesses.

Procedures

Employees may organize and self-pay for produce delivery onsite provided the following guidelines are met.

Onsite Coordinator

There must be an onsite coordinator to facilitate produce delivery for the building, or in larger buildings, for the floor. The coordinator ensures all the key program components are in place and works with Health Matters staff.

The coordinator shall:

- Obtain manager approval to act as a coordinator;
- Select the produce delivery vendor using guidelines and criteria outlined in this document. The number of vendors per building shall be limited to one. If there are multiple coordinators in a building, all coordinators should be included in the vendor selection process. Refer to the "Vendor" section for specific vendor criteria. Employees who act as a coordinator may not have a personal interest or financially benefit directly or indirectly from the vendor agreement;
- Identify the delivery drop off location and obtain manager approval to use the identified space. Drop off sites may not be located in a publically accessible area such as a hallway, lobby or loading dock;
- Promote the program to employees using brochures, flyers, posters, email etc. Coordinators may use county resources such as bulletin boards and email to promote the program within reasonable limits and ethical guidelines. (Please see "[Use of County Property](#)" advisory opinions.)

¹ Nutrition and Physical Activity Policy Resource Guide. Washington State Department of Health. 2005. Available at: http://www.doh.wa.gov/cfh/steps/publications/nutrition_activity_policy_guide_final.pdf

- Facilitate vendor access to the designated drop off location and appoint an alternate to ensure vendor access during vacation/illness;
- Act as a point of contact for employees in the building or on the floor of the associated drop off location, including providing delivery details; and
- Limit all program related tasks to breaks, lunch or before or after work hours.

The coordinator shall not:

- Facilitate financial transactions between the vendor and participants;
- Excessively promote the program; or
- Attempt to resolve conflict between the vendor and program participants.

Program Participants

Employees who participate in the program shall:

- Contract with the vendor directly and pre-pay for produce delivered;
- Ensure all that all arrangements and financial transitions are completed using employees own time and resources. No exchange of money may occur between the vendor and employees at a King County worksite;
- Maintain their own accounts with the vendor including any missed delivery, stop delivery or conflict resolution;
- Pick up produce with 24 hours of delivery;
- Limit all program related tasks to breaks, lunch or before or after work hours; and
- Notify their supervisor in writing of any potential conflict of interest.

Vendor

A list of approved vendors will be provided by Health Matters staff. Employees may select other vendors, with Health Matters staff approval, provided the following guidelines are met:

- Vendor must be in compliance with all applicable local, state, and federal regulations and requirements;
- Vendor must have a minimum of \$1,000,000 commercial general liability insurance and statutory limits for auto liability insurance.
- Vendor must be able to accommodate all King County employees who want to participate in the produce delivery program;
- Vendor must restrict deliveries to fruits and vegetables;
- Vendor may only deliver on county work days and during normal business hours. It is preferable that delivery occurs on days when most employees are onsite (not during typical flex days).
- Vendor must pick up any unclaimed produce within 24 hours of delivery; and
- Vendor may not also be a King County employee.

Health Matters staff

Health Matters staff shall:

- Identify vendors who meet the program requirements, monitor insurance certificates and provide a list of pre-approved vendors;
- Promote the program on the Health Matters website and provide basic marketing materials and templates to be used by coordinators for onsite promotion of program;
- Respond to program related questions from employees, and
- Provide ongoing program support.

Questions

Refer all questions or comments to the Health Matters Team at: 206-205-5017 or FocusOnEmployees@kingcounty.gov